

## **JOB DESCRIPTION**

**JOB TITLE:** Administrative Secretary      **GRADE:** 13

**JOB CODE:** 1401      **DATE:** 3/20/95

**GENERAL FUNCTION:** Performs a variety of highly skilled office administrative duties, clerical in nature, of considerable difficulty. Relieves supervisor of some administrative responsibilities.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Compiles and completes data on administrative and public reports and bulletins, questionnaires and other documents; prepares complex work sheets and tables from computations on materials assembled.

Compiles minor reports and submits recommendations to supervisor.

Types a variety of complex and confidential correspondence, technical and narrative reports and related material.

Answers and screens telephone calls and personally answers inquiries, takes complaints and directs them to the proper person and calls complainant back to report disposition.

Follows up recommended action to determine if problems have been solved.

Makes arrangements for conferences, committee meetings, Board of Health meetings, which may include participation in preparing the agenda.

Answers telephone and makes appointments for superiors and other staff

Takes, transcribes, checks and proofreads complex dictation using shorthand and/or recording equipment; consisting of correspondence, memoranda, reports and minutes, including confidential material.

Assists in preparing and monitoring the departmental budget.

Research and gathers complex and technical source material for the preparation of

reports, articles, speeches, and other purposes; and assists in composing and editing various information.

Sets up and maintains complex filing, alphabetical, subjective and numerical filing systems.

Records incoming correspondence, decides on routine action to be taken and forwards information for distribution.

**JOB TITLE:** Administrative Secretary (continued)

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Serves as a representative of his/her supervisor in contacts with other employees, officials or the general public, making administrative decisions as to procedure or policy within prescribed limitations when necessary.

Relieves the agency head of minor administrative details.

Designs forms and reports, maintains necessary records and files, develops indexes and performs other complex office management tasks.

Attends committee meetings, staff meetings, and Board of Health meetings.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** Immediate supervision may be exercised over subordinate clerical and secretarial employees.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of business english, spelling, punctuation and arithmetic.

Considerable knowledge of technical, legal and other terminology commonly used in municipal government.

Considerable knowledge of modern office methods, practices and procedures.

Ability to keep complex records and prepare periodic reports therefrom.

Ability to make decisions in accordance with laws, ordinances, regulations and established procedures.

Ability to establish and maintain effective working relationships with the general public, superiors, subordinates and other employees.

modify and carry out responsible and complex critical and administrative procedures.

Ability to understand and carry out moderately difficult oral and written instructions, to exercise individual initiative and use discretion in confidential matters.

Ability to take dictation and/or transcribe from tapes.

**JOB TITLE:** Administrative Secretary (continued)

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Ability to plan,

Skill in the use of a typewriter and other equipment.

Ability to type accurately

**Minimum Education, Training, and Experience Requirements:** Graduation from high school or GED; and five (5) years of responsible secretarial experience.

Additional education and training in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.